

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

December 10, 2013

A regular meeting of the Morris County Vocational School District held on December 10, 2013 at the Morris County School of Technology, 400 East Main Street, Denville, New Jersey was called to order by President Barbara Dawson at 6:00 pm. with a salute to the flag.

Presiding Officer President Barbara Dawson the following statement:

"I hereby announce that adequate notice of this meeting of the Board of Education of the Morris County Vocational School District was given as required by the "Open Public Meetings Act" as follows:

Pursuant to Section 5 of the Open Public Meetings Act adequate written notice was given to the official newspapers the Star Ledger and Daily Record/Morristown Newspapers, Inc. by fax on November 5, 2013, and a copy of the notice was posted on the bulletin board in the Morris County School of Technology, Denville, New Jersey by the Secretary of this Board and a copy of the notice was likewise filed in the Secretary's Office and a copy sent to the Clerk of the Board of Chosen Freeholders of Morris County and the Clerk of the Township of Denville at the same time. Copies of this notice were mailed, by certified mail to all persons who have requested it, and the Secretary of this Board shall incorporate into the minutes of this meeting a copy of the notice as above set forth."

ROLL CALL

The following Board Members were present at roll call: President Barbara Dawson, Mr. Lawrence Colasurdo and Mr. John Hyland.

Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

CORRESPONDENCE -

2013 National Blue Ribbon School Commendation

Senator Thomas H. Kean

SUPERINTENDENT'S REPORT-

Mr. Moffitt informed the board that Dr. Tracey Severns, Chief Academic Officer, State of New Jersey visited the school along with Judy Savage, Executive Director NJ Council of County Vocational-Technical Schools and several other vocational superintendents to discuss academic challenges unique to vocational schools

Man Lee from Nisivoccia presented the of 2012-2013 Comprehensive Annual Financial Report (Audit) and distributed a separate summary of the financial highlights of the general fund and discussed with the board and enterprise funds. She noted that there were no audit findings.

Information Only:

- Security Drill Log
- Student Incident Report

COMMITTEE PROGRAMS -

Website Committee presentation was postponed to January

HEARING OF THE PUBLIC (related to agenda items only) – Marilyn Donahue, President of MCVTEA mentioned that the staff was excited to be recognized as a National Blue Ribbon School and congratulated everyone on the accomplishment.

MINUTES

The following motion made by Mr. Hyland, seconded by Mr. Colasurdo, to approve the minutes of the Reorganization and Regular Meeting of the Board of Education of November 1, 2013.

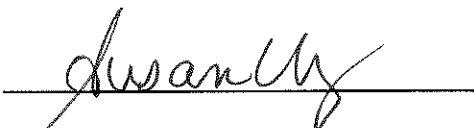
Roll Call Vote – Yes: 2 Mrs. Dawson, Mr. Hyland
No: 0
Abstain: 1 Mr. Colasurdo
Motion carried

BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

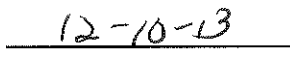
The following motion made by Mr. Hyland, seconded by Mr. Colasurdo was approved as submitted.

Approved, the Report of the Business Administrator/Board Secretary submitted pursuant to 18A:17-9 for the period ending and investments made during the month of October 2013. Further, pursuant to N.J.A.C. 6A:23A-16.10(c) 4 the Board of Education certifies that as of October 31, 2013, after review of the Secretary's monthly financial report (appropriate section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of October 31, 2013 no budgetary line item account has been overexpended in violation of N.J. A. C. 6A:23A-16.10.



Business Administrator/Board Secretary



Date

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mr. Colasurdo.
No: 0
Abstain: 0
Motion carried

TREASURER'S REPORT

The following motion made by Mr. Hyland, seconded by Mr. Colasurdo was approved as submitted.

Approved, the Report of the Treasurer submitted pursuant to N.J.S.A. 18A:17-36 for the period ending October 31, 2013.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mr. Colasurdo.
No: 0
Abstain: 0
Motion carried

FINANCE

The following motions made by Mr. Hyland, seconded by Mr. Colasurdo were approved as submitted.

- A.** Approved, upon the recommendation of the Superintendent, the payment of bills as attached.
- B.** Approved, upon the recommendation of the Superintendent, the following amendments to the 2013/2014 Current Expense anticipated revenue budget statement and the corresponding appropriations budget for Funds 11, 12, 13, 20, 30, 60, 61, 62, 63, 66 and 67 as per listing attached.
- C.** Approved, upon the recommendation of the Superintendent, the attached list of travel and related costs which are educationally necessary, fiscally prudent, in compliance with state travel reimbursement guidelines, are related to and within the scope of the employee's current responsibilities and promote the delivery of instruction or further the efficient operation of the school district.
- D.** Accepted, upon the recommendation of the Superintendent, the 2012-2013 Comprehensive Annual Financial Report (Audit) as submitted by Nisivoccia & Company LLP.
- E.** Approved, upon the recommendation of the Superintendent, the Morris County Vocational School District Horizon Healthcare Contract Renewal for the period January 1 through December 31, 2014. (0% increase)
- F.** Accepted, upon the recommendation of the Superintendent, the funds for the FY14 Perkins Secondary Consolidated Grant in the amount of \$335,285.
- G.** Accepted, upon the recommendation of the Superintendent, the funds for the FY14 Perkins Postsecondary Consolidated Grant in the amount of \$117,502.
- H.** Accepted, upon the recommendation of the Superintendent, the funds for the FY14 County Apprenticeship Coordinator Grant in the amount of \$15,000.
- I.** Accepted, upon the recommendation of the Superintendent, the funds for the FY14 Youth Transition to Work Grant in the amount of \$50,227.66.
- J.** Accepted, upon the recommendation of the Superintendent, the revised allocation (reduced by \$58,300) for the FY14 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program in the amount of \$919,300 to be shared between Morris, Sussex and Warren counties in the following amounts:
 - Morris \$607,300
 - Sussex \$188,500
 - Warren \$123,500
- K.** Accepted, upon the recommendation of the Superintendent, a donation of \$500 from the MCST PTO as a contribution for student expenses associated with the National Blue Ribbon School celebration.

L. Approved, upon the recommendation of the Superintendent, the following resolution:

RESOLVED, that in accordance with the provisions of N.J.S.A. 18A:18-22, the Morris County Vocational School District hereby rejects all bids for the Building Management System (ATC) Upgrades

project received at the October 30, 2013 bid opening to permit the Board to substantially revise the specifications for the project.

M. Approved, upon the recommendation of the Superintendent, the following resolution:

WHEREAS, on December 4, 2013, the Morris County Vocational School District ("District") held a public bid opening for the re-bid of the Building Management System (ATC) Upgrades project ("Project"); and

WHEREAS, the District received three (3) bids at the public bid opening as follows;

Bidder	C. Dougherty & Co., Inc.	A.M.E., Inc.	ATC Systems
Base Bid	\$479,000	\$485,000	\$617,000
Alternate 1	\$5,000	\$3,000	\$8,800
Alternate 2 deduct	(\$24,000)	(\$46,000)	(\$31,491)
Alternate 3 deduct	(\$8,000)	(\$15,000)	(\$16,816)
Alternate 4 deduct	(\$33,000)	(\$44,600)	(\$37,923)
Alternate 5 deduct	(\$47,000)	(\$63,600)	(\$57,392)

WHEREAS, as indicated above, the lowest numerical bid for the Base Bid (inclusive of all Project Allowances) plus Alternate 1 (additional year warranty including maintenance bond), was submitted by C. Dougherty & Co., Inc., Paterson, New Jersey, with a bid of Four Hundred Eighty Four Thousand Dollars (\$484,000.00); and

WHEREAS, the District, in consultation with its Design Professional, has determined C. Dougherty & Co, Inc. to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that in accordance with the provisions of N.J.S.A. 18A:18A-1, et. seq., the District hereby awards a contract for the Project to C. Dougherty & Co., Inc. in the total amount of Four Hundred Eighty Four Thousand Dollars (\$484,000.00), which consists of a base bid of Four Hundred Seventy Nine Thousand Dollars (\$479,000.00) inclusive of all Project Allowances, and a bid of Five Thousand Dollars (\$5,000.00) on Alternate 1; and

BE IT FURTHER RESOLVED, that the District's counsel is authorized to prepare the contract for the Project, transmit same to C. Dougherty & Co, Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from C. Dougherty & Co., Inc., and upon the approval of C. Dougherty & Co., Inc.'s Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the bidders.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mr. Colasurdo.

No: 0

Abstain: 0

Motion carried

CURRICULUM, INSTRUCTION, PROGRAMS, STUDENTS

The following motions made by Mr. Colasurdo, seconded by Mr. Hyland were approved as submitted.

- A.** Approved, upon the recommendation of the Superintendent, the senior internships for the 2013-2014 school year as per the attached list.
- B.** Approved, upon the recommendation of the Superintendent, the attached Harrassment, Intimidation and Bullying Report.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mr. Colasurdo.
No: 0
Abstain: 0
Motion carried

PERSONNEL

The following motions made by Mr. Colasurdo, seconded by Mr. Hyland were approved as submitted.

- A.** Accepted, the resignation of Tina Bibbo as Detention Monitor effective November 5, 2013.
- B.** Accepted, the resignation of Tina Bibbo as Peer Leader Advisor effective November 5, 2013.
- C.** Approved, upon the recommendation of the Superintendent, 55 additional hours at \$40.00 per hour for Joseph Miktus, County Apprenticeship Coordinator, for the period December 11, 2013 through June 30, 2014, with funding provided by FY14 CAC Grant.
- D.** Approved, upon the recommendation of the Superintendent, the appointment of Gina DiDomenico as Project Director for the Youth Transition to Work Program with a stipend of \$10,000 for the period December 11, 2013 through August 31, 2014, with funding provided by FY14 YTTW Grant.
- E.** Approved, upon the recommendation of the Superintendent, the appointment of Patricia Mann as Assistant Project Director for the Youth Transition to Work Program with a stipend of \$4,056 for the period December 11, 2013 through August 31, 2014, with funding provided by FY14 YTTW Grant.
- F.** Approved, upon the recommendation of the Superintendent, the appointment of Rori Benson as School Liaison for the Youth Transition to Work Program with a stipend of \$4,056 for the period December 11, 2013 through August 31, 2014, with funding provided by FY14 YTTW Grant.
- G.** Approved, upon the recommendation of the Superintendent, 300 additional hours at \$34.00 per hour for Kathleen Marano as a Lead Instructor, for the period December 11, 2013 through June 30, 2014, with funding provided by FY14 ABS/IELCE Grant.
- H.** Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Timekeepers for the 2013-2014 school year at the rate of \$35.00 per game:

Timothy Lopreiato
Guillermo Reina

- I. Approved, upon the recommendation of the Superintendent, the appointment of Dorothy DeAndino to write a new curriculum for Dental Radiography for a total of 12.5 hours at the rate of \$33.00 per hour.
- J. Approved, upon the recommendation of the Superintendent, the appointment of Eva Ursell as Morris County GED Test Center Chief Examiner effective January 1, 2014 (no stipend).
- K. Approved, upon the recommendation of the Superintendent, the appointment of the following individuals as Detention Monitors for the 2013-2014 school year:
 - i. Michael Harriott
 - ii. Eric Mason
- L. Approved, upon the recommendation of the Superintendent, the appointment of Alexandra Landau as a pre-service student teacher during the period January 6-January 17, 2014.
- M. Approved, upon the recommendation of the Superintendent, the appointment of Timothy Lopreiato as Peer Leader Advisor effective December 11, 2013 through June 30, 2014.
- N. Approved, upon the recommendation of the Superintendent, the appointment of Gina McNeill and Mary Rooney to cater the Freeholder reorganization meeting on January 3, 2014 for a maximum of 6.5 hours each at the at the rate of \$33.00 per hour.
- O. Accepted, the resignation due to retirement of Teresa Felts effective March 31, 2014, with appreciation for 13 years of service to the district.
- P. Approved, upon the recommendation of the Superintendent, the appointment of Daniel Fanuele as a volunteer unpaid intern in the Guidance Department for the 2013-2014 school year, pending successful completion of a criminal history background check.
- Q. Approved, upon the recommendation of the Superintendent, the appointment of Madeline Marasa as a student teacher from Drew University for the theater department effective January 27 – May 9, 2014.
- R. Approved, upon the recommendation of the Superintendent, the appointment of Joseph Miktus as Employment Specialist for the Youth Transition to Work Program with a stipend of \$4,056 for the period December 11, 2013 through August 31, 2014 with funding provided by FY14 YTTW Grant.

Roll Call Vote – Yes: 3 Mrs. Dawson, Mr. Hyland and Mr. Colasurdo.
No: 0
Abstain: 0
Motion carried

BUILDINGS AND GROUNDS

The following motions made by Mr. Hyland, seconded by Mr. Colasurdo were approved as submitted.

- A. Confirmed and approved, upon the recommendation of the Superintendent, the use of facilities by Morris Plains Basketball Association for youth basketball practice in the gymnasium on the following dates as school functions permit:

<u>Date</u>	<u>Time</u>
Saturday, December 7, 2013	1:00-3:00 p.m.
Saturday, December 14, 2013	1:00-3:00 p.m.
Saturday, January 4, 2014	1:30-3:30 p.m.
Saturday, January 11, 2014	2:00-4:00 p.m.
Saturday, January 25, 2014	1:00-3:00 p.m.
Sunday, February 2, 2014	1:00-3:00 p.m.
Sunday, February 9, 2014	1:00-3:00 p.m.
Sunday, February 23, 2014	1:00-3:00 p.m.
Saturday, March 1, 2014	2:00-4:00 p.m.
Sunday, March 9, 2014	1:00-3:00 p.m.

- B.** Approved, upon the recommendation of the Superintendent, the use of facilities by the Denville Rotary Club for a luncheon meeting in the Culinary Dining Room, Bldg #4, on January 9, 2014 and February 13, 2014 from 12:00-1:30 p.m.

Roll Call Vote – Yes: 3 Mrs.Dawson, Mr. Hyland, and Mr. Colasurdo.
No: 0
Abstain:
Motion carried

HEARING OF THE PUBLIC- None

OLD BUSINESS- None

NEW BUSINESS

- 2013 National Blue Ribbon School Recognition Ceremony at MCST: January 3, 2014 at 9:30 a.m.
- Next Board Meeting: January 14, 2014 at 6:00 p.m.
- RFP: Architect

SUNSHINE RESOLUTION

The following motion made by Mr. Colasurdo, seconded by Mr. Hyland was approved as submitted.

WHEREAS, this meeting is duly and properly called for a regular session meeting of this Body and adequate notice has been given as provided for by the "Open Public Meetings Act;" and,

WHEREAS, it is now necessary that the Board of Education of the Morris County Vocational School District consider the following matters:

- Student Matters

which fall within the exceptions as set forth in the "Open Public Meetings Act" and therefore are matters which this Body determines should be discussed at a closed meeting. It is anticipated that this closed session will last approximately 10 minutes.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE Board of Education of the Morris County Vocational School District as follows:

That this Body shall at this time recess this meeting and conduct a closed meeting concerning the above referenced matters, which involve exceptions this Body hereby determines are of such a nature

that they cannot be discussed at an open meeting and this Body is at this time unable to determine when the matters under discussion can be disclosed to the public. However, this Body will make such a disclosure when circumstances permit.

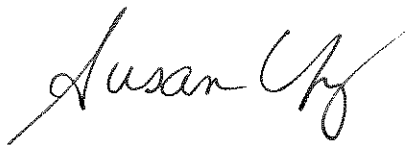
The meeting was recessed at 6:15pm. and reconvened at 6:23 pm. with the following Board Members present: President Barbara Dawson, Mr. Colasurdo and Mr. John Hyland. Also present were: Superintendent Scott Moffitt, Business Administrator/Board Secretary Susan Young and Board Attorney John Mills.

ADJOURNMENT

Motion made by Mr. Colasurdo seconded by Mr. Hyland to adjourn the meeting at 6:24 p.m.

All present voted yes – Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Susan Young".

Susan Young, Business Administrator/Board Secretary